

Job Title: Front Desk Coordinator

Job Description:

Shepard Law is growing, and we're looking for the right person to join our team.

We are seeking a full-time Front Desk Coordinator who enjoys helping people, staying organized, and creating a welcoming experience for our clients. As the first person many of our clients will meet or speak with, this role is an important part of our firm and our commitment to excellent client service.

Schedule: Monday-Friday | 8:30 AM - 5:00 PM

Key Responsibilities:

- Greeting clients and visitors
- Answering phones and scheduling appointments
- Sending court reminder text messages
- Processing client payments
- Handling incoming and outgoing mail
- Maintaining office organization and appearance
- Supporting attorneys and staff with administrative tasks

Qualifications:

- Friendly and professional
- Dependable and punctual
- Organized and detail-oriented
- Comfortable multitasking in a busy office
- Interested in growing with our firm

Benefits after 90 days include:

- Paid Time Off

- Medical Benefits
- Optional Additional Health Coverage
- 401(k) Eligibility (After One Year)

This is an entry-level position with opportunities for advancement, including potential growth into a Legal Assistant role for the right candidate.

At Shepard Law, we believe in serving our clients with compassion, professionalism, and teamwork. If you're looking for a long-term opportunity with a supportive team environment, we'd love to hear from you.

Please send your resume to cheri@panamacityattorney.com